

# HR/PAYROLL FORUM

*January 13, 2023*







**Oregon State**  
University



# Agenda

- Announcements
- New critical trainings for employees and supervisors
- Annual critical training requirements
- ACA and 1095C update/timeline
- W-2/W-4 update/timeline
- HRSD update & launch party

# General Forum Information

- You can raise your hand or put your questions in the chat 
- The forum is recorded 
- You can find the recording and slides for the monthly meetings at this website: <https://hr.oregonstate.edu/operational-excellence> 
- Links and topics for future forums are also listed there 



# Announcements

- Reminder for new employees to stop by University Plaza to complete their I-9 if they have not done so already. The I-9 is a two-step process where the employee fills out Page 1 and then must come in-person to University Plaza to show their original unexpired documents.
- Employees of external temporary agencies that work at OSU cannot drive OSU vehicles or their own vehicles for OSU purposes according to OSU policy. If you are aware of situations in your department or unit where external temporary agency employees are driving for work, please reach out to Robbin Sim at [robbin.sim@oregonstate.edu](mailto:robbin.sim@oregonstate.edu) or Bonny Ray at [bonny.ray@oregonstate.edu](mailto:bonny.ray@oregonstate.edu) so we can figure out another employment option with you. As you think about future hiring if you will need an employee to drive, we will need to hire them as a temporary employee that is employed directly with OSU instead of through an external temporary agency. We can help you with this process.
- Reminder: We are launching the new offer letter format next week along with the streamlined offer letter delivery system.

# Learning & Development

## Events & Resources

### New Employee Orientation

First Wednesday of every month

### Core Curriculum for Managers & Supervisors

Series of four half-day workshops  
Quarterly via Zoom

### LinkedIn Learning

Over 16,000 self-paced courses  
FREE to OSU faculty, staff, and students!

### FYI Fridays

Weekly via Zoom  
Fall-Spring Term

### Search Advocate Program

Become a Search Advocate!  
Continuing education events

### Social Justice Education Initiative

Monthly Tier One Workshops  
Periodic Next Level Workshops

### Crucial Conversations for Mastering Dialogue

Series of five 2-hour workshops  
Quarterly via Zoom  
\$100 fee

Find even more learning opportunities in the Training Portal!

Via [my.oregonstate.edu](https://my.oregonstate.edu)

### OSU Critical Training Program

Self-paced online via Bridge

### UHR Learning & Development

On the web: <https://hr.oregonstate.edu/training>

Email: [hr.training@oregonstate.edu](mailto:hr.training@oregonstate.edu)

# OSU's Critical Training Program

## Recertification

- **Recertify every year:**
  - Mandatory reporting of child abuse
  - Information security training
- **Recertify every two years:**
  - Equal Opportunity & Access Topics
  - Ethics in the Workplace
- **No recertification required:**
  - FMLA, OFLA, and Protected Leaves

### Pro-Tips:

- Bridge will **not** track any trainings you review before the recertification notification!
- View upcoming training dates in your “My Learning Page” in Bridge, under “Completed” trainings.
  - The due-dates will be indicated as when the training “expires.”
- Watch your email for a notification
  - The email will originate from outside of OSU:  
< noreply@bridgeapp.com >
- Work with your supervisor to find a time to complete the trainings



# ACA and 1095C update/timeline

- The employer deadline to mail the 1095C form to employees is 03.02.2023.
  - Generally the 1095C isn't required to file individual tax returns. Consult a tax professional for details related to the 1095C and other tax questions.
  - IRS FAQ – under **Health Care Coverage Documents**: [Gathering Your Health Coverage Documentation for the Tax Filing Season | Internal Revenue Service \(irs.gov\)](#)
- OSU received the spreadsheet of PEBB enrollees on 01.10.2023 and will be reviewing and updating the data. The OSU deadline to return the spreadsheet to PEBB is 01.30.2023.
- PEBB will be loading the data, and testing it with their third party 1095C administrator, Thomas Reuter through 02.13.2023.
  - OSU Employees enrolled in the Pacific Source plan will be included on the spreadsheet we provide to PEBB. Thomas Reuter will also complete the 1095C for this group even though they are not PEBB members.
- PEBB anticipates approving the mailings by 02.14.2023.
- Employees who don't receive the 1095C by 03.02.2023 can reach out to PEBB to request a copy. Phone [1.503.373.1102](tel:15033731102) or email [pebb.benefits@odhsoha.oregon.gov](mailto:pebb.benefits@odhsoha.oregon.gov)



# Tax Reporting Timeline

- W-2 processing
  - Initial files submitted Jan 10, 2023
  - Audit review completed Jan 12, 2023
  - Mail to CM (home) address by Jan.31, 2023
    - Address as of noon Jan 9, 2023
  - Available @ [my.oregonstate.edu](https://my.oregonstate.edu) after Feb 1, 2023
    - Except for Non-Resident Aliens (NRA's)
- 1042-S process
  - Same processing deadlines but mailing may occur later
  - Deadline is March 15 but typically out by early Feb.
  - Are NOT available online





# Additional Payroll Announcements

- W-4's
  - 2023 Federal W-4 now available & should be used
  - Stop accepting 2022 W-4's - Feb 15, 2023
  - Exempt filing deadline Feb 15, 2023
- OPE related
  - Grad Health *fringe encumbrance* updated to match actual costs
  - PEBB Health contribution update anticipated in Feb. 2023
- PHAREDS Labor Redistributions
  - Ellucian bug status
- Food Drive in February



# HRSD Launch Party

- Please join us January 17, 2023 for a go live informational event for HR Service Delivery from 2pm to 3:30pm in the Cascade Ballroom at the OSU Alumni Center.
- Refreshments will be served.
- During this event we will cover:
  - Why UHR, Payroll and UIT embarked on this effort
  - The benefits you can expect to see
  - An introduction to the new platform, how you can expect to engage with it and what resources are available to you
  - What future phases of this project may bring
  - Q&A
- If you would prefer to attend this event virtually please register at this link: [https://oregonstate.zoom.us/webinar/register/WN\\_m3yhyAMKR4-3Z4PWPqWoAg](https://oregonstate.zoom.us/webinar/register/WN_m3yhyAMKR4-3Z4PWPqWoAg).
- For those who cannot make this event, the session will be recorded and posted to the HRSD website.



# HRSD Resources

- Expect to start using and experiencing the more efficient experiences in HRSD this month
- We will begin posting more resources on the HRSD website as we launch with education sessions and resources.
  - [Beav.es/hrsd](https://beav.es/hrsd)
    - Frequently Asked Questions
    - Quick Reference Guide
    - Links to presentation recordings
    - Zoom drop-in sessions (registration links on HRSD webpage)
      - Feb 9th, 2-3PM
      - Feb 14, 3-4PM
      - Feb 23, 11AM-12PM
      - Feb 28, 2-3PM
- Ideas for improvements?
  - Submit [here](#)

**THANK YOU**



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